



The Deputy Secretary of Energy
Washington, DC 20585

May 27, 2003

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: KYLE E. MCCLARROW 
SUBJECT: Working Capital Fund Board Membership

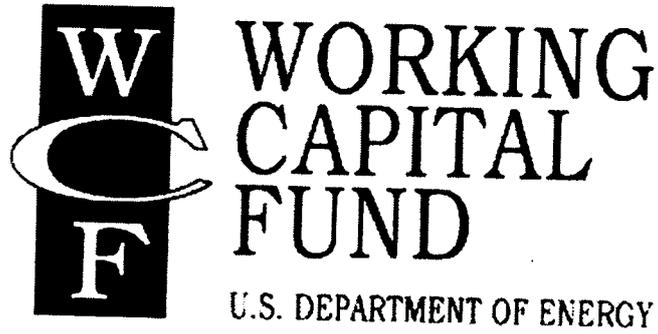
The Department's Working Capital Fund has been a useful tool for financing common administrative services. Since fiscal year, 1997 the Department has reduced administrative costs and expanded customer and supplier flexibility through the businesses that have been created.

These businesses are overseen by a Board that is responsible for developing market-like pricing policies to support the Department's objectives. The following organizations will constitute the Board starting in June 2003 and will serve until new appointments are made:

Management, Budget and Evaluation (Chair)
General Counsel
Chief Information Officer
Civilian Radioactive Waste Management
National Nuclear Security Administration
Energy Efficiency and Renewable Energy
Energy Information Administration
Environment, Safety and Health
Environmental Management
Fossil Energy
Nuclear Energy, Science and Technology
Independent Oversight and Performance Assurance
Policy and International Affairs
Power Marketing Administration Liaison Office
Science
Security
Worker and Community Transition (to include the proposed Legacy Management organization)

Organizations on the Board are expected to represent the corporate needs of the Department. Heads of these organizations should designate Board meeting attendees who understand these needs and can speak for their organizations. Please contact Mr. Howard Borgstrom, Fund Manager, electronically or by telephone at (202) 586-5923 to identify the persons to be notified of upcoming meetings.

Thank you for your cooperation.



FISCAL YEAR 2002: ANNUAL REPORT

November, 2002

Table of Contents

Page

Message from the Fund Manager.....	1
Financial Statements	
Relation of Earnings to Expense.....	5
Payments to Billings.....	8
Payments to Obligations.....	9
Accuracy of Budget Estimates	10
Financial Management Systems	12
Financial Analysis	13
Business Line Annual Reports	
Supplies	18
Mail.....	19
Copy	23
Printing and Graphics	27
Building Occupancy.....	31
Telephones	35
Desktop.....	39
Network.....	44
Contract Closeout	49
Payroll and Personnel.....	52
CHRIS.....	57
Online Learning	59
Appendices.....	63

November, 2002